

## **Rye YMCA**

### Job Posting

**Job Title:** Development Assistant (Part-time)

**Reports To:** Development Director

**Posting Date:** February 23, 2018

**Job Description:** The Development Assistant will be an integral part of the Development team, providing administrative support for all fundraising activities including but not limited to special events, direct mail appeals and other donor-related activities. The Development Assistant will report to the Development Director and assist in other Y events or programmatic initiatives as assigned.

**Responsibilities:** Assist in all administrative duties such as timely and accurate data entry for all pledges and donations, generating timely and appropriate door acknowledgement letters, copying, filing and preparing reports as assigned. Assists in all aspects of Y special events and works closely with Y staff and volunteers.

**Requirements:** College degree, one to three years' experience in a membership or non-profit organization, preferred experience with Raiser's Edge or other donor management software, excellent computer skills, especially Word and Excel, strong writing and proofreading skills, excellent organizational and administrative skills, must be self-motivated, enthusiastic and able to work on several projects at one time, must be able to work as a team member and believe in the mission of the YMCA.

**Work Days/Hours:** Up to 12 hours per week (3 hours per day, 4 days per week except in the summer).